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### Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

### Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity.

Together, we work to create a more nourished, prosperous region.

### Our Values

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

**Compassion** - treat all with dignity & respect; build kinship with those we serve

**Innovation** - say yes; avoid complacency risk failure in the pursuit of ending hunger

**Collaboration** - build a shared vision, create synergies, maximize resources

**Agility** - respond urgently to the ever-changing needs of our community

**Stewardship** - maximize the impact of every dollar, donation and asset

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## Job Title: Kitchen Porter II

**Department:** Kitchen

**Reports to:** Sous Chef

**Status:** Full Time, Hourly, Non-Exempt

**Shift:** M – F 7:00 am – 3:30 pm

### SUMMARY

Under the direct supervision of the Sous Chef, the Kitchen Porter II is responsible for maintaining a safe and sanitary work environment. Primary responsibilities for the Kitchen Porter II include dishwashing and maintenance of both kitchen dish rooms, assistance with cleaning/sanitation efforts within production and VAP areas, and assisting Kitchen Porter I with inventory and product storage as needed.

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### KEY RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Washing, sanitizing and storing pots & pans, kitchen utensils, cambros and coolers
- Maintains clean, safe and sanitary dish rooms, including sweeping and mopping of the floors and emptying trash bins on a daily basis
- Assists with daily cleaning and sanitation needs within production and Value Added Processing areas as needed
- Assists with cleaning and maintenance of all kitchen equipment such as ranges, ovens, steamers, tilting skillets, mixers, and choppers as needed.
- Empties trash bins and replenishes cleaning supplies within the kitchen
- Replenish paper and chemical supplies throughout the department as needed including food handling gloves, hairnets, hand soap, alcohol prep pads and cleaning chemicals.
- Report inventory order needs to production manager in a timely fashion

- Follows all sanitary and safety guidelines as required by regulatory agencies and Foodlink policy.
  - Completes daily checklist (including equipment temperature logs, receiving logs, cleaning and maintenance checklist).
  - Assists Kitchen Porter I with inventory and product storage as needed
  - Completes all other duties as assigned.
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### QUALIFICATIONS & COMPETENCIES

- High school diploma or GED or equivalent combination of education and experience
- 1 + years dishwashing and/or sanitation experience
- Experience working with chemical cleaning agents
- Experience with warehouse equipment; pallet jack, forklift, a plus
- Working knowledge of food safety and sanitation standards
- ServeSafe certification a plus
- Ability to apply basic mathematical concepts
- Capable of standing and walking for long periods of time
- Ability to lift and carry materials and equipment weighing up to 60 pounds on a frequent basis.
- Commitment to adhering to safety regulations and ensuring a safe work environment
- Fluency in English required. Knowledge of Spanish helpful

**We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.**

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### SALARY AND BENEFITS

This is a full time, year-round position, paid on an hourly basis. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. This position regularly requires the individual to lift objects weighing up to 50lbs.

### Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all- inclusive. Employees will follow other instructions and perform other related duties as required.

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*Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.*